

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

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**GRANT MANAGEMENT MEMORANDUM**  
**2009-01**

**Date:** April 2, 2009

**To:** All California Emergency Management Agency Subgrantees

**From:** Homeland Security Grants

**RE:** June 2009 Biannual Strategy Implementation Report (BSIR)/Fiscal Management Workshops

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The California Emergency Management Agency (CalEMA) will be conducting six (6) Biannual Strategy Implementation Report (BSIR)/Fiscal Management Workshops in the month of June 2009. Attached are the dates and locations for the training. Please do not RSVP to the host location. All reservations should be made through CalEMA Office Technician Christopher Sampang at 916-324-9313 or [Christopher.Sampang@ohs.ca.gov](mailto:Christopher.Sampang@ohs.ca.gov).

If you plan on attending the Redding location, please bring a lap top if possible.

The purpose of the training is to provide information on the revised Grants Reporting Tool (GRT) to allow for successful data entry of your BSIR material. Additional information may be obtained from the "Welcome" page of the GRT located at [www.reporting.odp.dhs.gov](http://www.reporting.odp.dhs.gov).

Subgrantee BSIR submissions are due to the CalEMA no later than **Friday, July 24, 2009**. The Federal Emergency Management Agency (FEMA) is expected to announce the Grants Reporting Tool (GRT) is available effective June 1, 2009, for state data entry.

The deadline for the CalEMA to submit completed BSIRs to the FEMA is Friday, July 31, 2009.

The Obligated/Expended amount fields in the "Award" tab will be open to subgrantees to enter financial information. For this tab, the following definitions apply:

Awarded - The legal commitment of funds made by one entity to another. Example: A grant made by FEMA to a State Administrative Agency (SAA) or a subgrant award made by the SAA to a local unit of government. It is the net total of funds awarded for this effort. Awarded should never be less than the total of expended and obligated.

Obligated - A legal liability to pay under a grant, subgrant, and/or contract determinable sums for services or goods incurred during the grant period.

Expended - An outlay of funds to fulfill an obligation (paying salaries or vendors). Expended is for the entire life of the grant, and covers the current reporting period, while obligated are those funds that have been obligated for the reporting period.

The CalEMA narrows these federal definitions further:

Obligated - Purchase orders and invoices.

Expended - Reimbursement received from the State Controller's Office.

It is important to remember that the combination of Obligated and Expended may not exceed your total grant award.

Subgrantees are reporting in the FY2005 BSIR (June 2009), FY2006 BSIR (June 2009), FY2007 BSIR (June 2009), and FY2008 BSIR (June 2009).

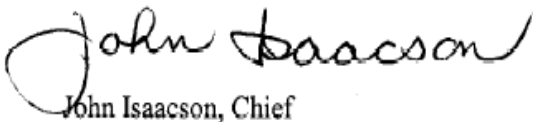
Some subgrantees will be entering FY2008 project data from their approved Financial Management Forms Workbook (FMFW) into the FY2008 BSIR (June 2009).

Subgrantees who have completed all projects and expended all funds from their FY2005 award will still need to complete the FY2005 BSIR (June 2009). Subgrantees are encouraged to include the following in the dialogue box on the "Project" tab: "All projects completed and all funds expended. Awaiting closeout from CalEMA/OHS." Subgrantees will then need to click "Project Submitted" and "Submitted to State." This will satisfy the reporting requirement for the FY2005 BSIR.

Please check with your Program Representative on your status as an "active" user in the GRT. Your representative can also provide you with a new password should that be necessary. Contact information is available on our website. An updated regional map has also been attached to this correspondence. The GRT HelpDesk may also be contacted at 1-877-612-4357.

For further information or assistance, please feel free to contact Sabra Bowen at 916-324-9315 or [SABRA.BOWEN@OHS.CA.GOV](mailto:SABRA.BOWEN@OHS.CA.GOV), Akira Yamamoto at 916-322-2643 or [AKIRA.YAMAMOTO@OHS.CA.GOV](mailto:AKIRA.YAMAMOTO@OHS.CA.GOV), Rose Nguyen at 916-322-2607 or [Rose.Nguyen@ohs.ca.gov](mailto:Rose.Nguyen@ohs.ca.gov), or your CalEMA regional representative. Transit Security Grant Program (TSGP) contact information may be found at [HTTP://WWW.OHS.CA.GOV/PDF/OHS REGIONAL TRANSIT MAP.PDF](http://www.ohs.ca.gov/pdf/ohs REGIONAL TRANSIT MAP.PDF). Infrastructure Protection Grant Unit (IPGU) contact information may be found at [HTTP://WWW.OHS.CA.GOV/PDF/IPGU\\_POC.PDF](http://www.ohs.ca.gov/pdf/IPGU_POC.PDF).

Sincerely

A handwritten signature in black ink that reads "John Isaacson". The signature is fluid and cursive, with the first name "John" being larger and more prominent than the last name "Isaacson".

John Isaacson, Chief  
Homeland Security Grants